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**New Teacher Orientation**

**August 20 and 21, 2012**

**Day 1 – Monday - August 20**

**7:30–8:00 a.m., Board Room, Business Building, 915 South Ave. W.**

*Check-in, Continental Breakfast*

**8:00 a.m. – 11:30 a.m.**

Introduction and District Initiatives (15 minutes)

Alex Apostle, Superintendent

Mark Thane, Executive Director Region 1

Heather Davis Schmidt, Executive Director Region 2

Karen Allen, Executive Director Region 3

Curriculum and Title I (10 minutes)

Alanna Vaneps, Curriculum Coordinator

Heather Davis Schmidt, Executive Director Region 2

Presentation of District Orientation Notebook (10 minutes)

Margo Duneman, Sentinel English Department Chair

Review Notebook, Complete PIR and Outlook forms

Human Resources (55 minutes)

Steve McHugh, Director of Human Resources & Labor Relations

Caroline Wilson, Human Resources Supervisor

*Break (15 minutes)*

Insurance (15 minutes)

Shannon McWilliams, Benefits Technician

Student Services (15 minutes)

Karen Allen, Executive Director Region 3

Kathleen Nerison & Ginny Haines, Special Education Coordinators

Operations & Maintenance (5 minutes)

Scott Reed, Director of Operations & Maintenance

Workman’s Comp/Safety (5 minutes)

Burley McWilliams, Risk/Facilities Manager

Business Services (10 minutes)

Pat McHugh, Executive Director of Business & Operations

Payroll (10 minutes)

Theresa Roullier, Payroll Supervisor

MEA (30 minutes)

Melanie Charlson, President, Missoula Education Association

**11:30 to 12:15 p.m.**

*Lunch (provided) with the Superintendent and the Board of Trustees in the Board Room, Business Building, 915 South Avenue W.*

**12:30 to 3:30 p.m.** **Computer Lab Room 168-Sentinel High School, 901 South Avenue**

Hands-on Computer Lab Work

Subfinder (45 minutes)

Steve McHugh, Director of Human Resources and Labor Relations

Q-Zangle (30 minutes)

Tony Zook, Information System Support Specialist

*Break (15 minutes)*

Professional Development (20 minutes)

Internet Rules and Outlook (25 minutes)

Library (15 minutes)

Margo Duneman, Sentinel English Department Chair

Regional Structure (30 minutes) – breakout into regional groups

Mark Thane, Executive Director Region 1

Heather Davis Schmidt, Executive Director Region 2

Karen Allen, Executive Director Region 3

**Department of Teaching & Learning**

**Administration Building**

**215 S. 6th St. W., Missoula, MT 59801**

**406-728-2400 *Fax* 406-329-5933**

[**www.mcps.k12.mt.us**](http://www.mcps.k12.mt.us)

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**NEW TEACHER ORIENTATION**

**AUGUST 21, 2012**

**Day 2 – Tuesday - August 21**

**7:30 to 8:00 a.m. Board Room, Business Building, 915 South Ave. W.**

Continental Breakfast

**8:00 to 8:15 a.m.**

Introduction – Alex Apostle, Superintendent

**8:15 to 9:45 a.m.**

Montana Common Core Standards and Curriculum

Alanna Vaneps, Curriculum Coordinator

*Break (15 minutes)*

**10:00 to 11:30 a.m.**

Montana Common Core Standards and Curriculum Continued

Alanna Vaneps, Curriculum Coordinator

*Lunch on your own*

**12:30-3:30 p.m.**

Instructional Strategies and Best Practices

Molly Blakely, Director Professional Development of Educational Resources

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